

## Goals

- To fill the continuing need for trained workers in the highway construction industry;
- To provide employment and on-site training opportunities for women and minority workers; and
- To encourage trainees to successfully complete training and obtain the certificates from NCDOT and the contractor.



## Contact Information

**N.C. Department of Transportation**  
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On-the-Job Training Program  
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For more information about the On-the-Job Training Program, visit our Web site at [www.ncdot.org/business/ocs/ojt](http://www.ncdot.org/business/ocs/ojt).



# All you need to know about ...



for  
**Highway Construction  
Coaches and Mentors**

- Purpose
- How the Program Works
- Who Benefits from the Program
- Goals
- Contact Information

## Purpose

The On-the-Job Training Program is administered in partnership with the N.C. Department of Transportation and the Federal Highway Administration to provide structured training opportunities for women and minorities wanting to increase their participation in every skilled craft classification in the highway construction industry.

The OJT Program allows trainees to receive the necessary knowledge, develop the required skills and improve their performance while working on the job. Training does not extend beyond the work day.



## How the Program Works



Successful operation of the program requires that participants follow these uniform procedures during the training process:

- Once the workers are enrolled, the mentors and coaches will receive copies of the training classifications from the contractors;
- OJT Program coordinators will contact the job supervisors to set up initial interviews with trainees;
- Contractors send monthly reports indicating the trainees' progress, training hours remaining and successful completion of the training;
- Coaches and mentors conduct trainings in accordance with the OJT Program's training classification; and
- Trainees need to follow instructions from their coaches and mentors to help achieve desired results.

The OJT program manager will be available to respond to any questions that contractors, coaches or mentors may have.

## Who Benefits from OJT

**The trainee** benefits by having an opportunity to learn and gain experience in construction trades to help prepare for a career. Trainees who complete standardized structured training can make a living anywhere, and can eventually become construction business owners.

**The contractor** benefits by developing a highly skilled and diversified workforce to meet future demands, resulting in better efficiency, safety records and performance.

**The public** benefits from family-wage jobs that add to the economic health of the community while making improvements to North Carolina's roads.



***"The NCDOT has taken a common sense approach to on-the-job training and we have every expectation that all of our trainees will reach the goal of graduation! The staff is great to work with and quickly provide solutions and answer questions. THANK YOU NCDOT!"***

*Terry Matthews,  
Crowder  
Construction Co.*

***"The OJT Program has helped us get the local people involved in our projects and train them for a better future after we leave."***

*Valerie Lovato,  
Flatiron United*

***"For the last 12 years, the OJT Program has helped us train workers in skilled craft classifications ranging from asphalt laboratory technician to truck driver. Most of the employees we trained are still working with us today, due to their enhanced skill and productivity levels gained through this program."***

*W. Reid Clark,  
Rose Brothers Paving  
Company Inc.*